**Children Looked After Monitoring Panel Terms of Reference**

**Purpose of Panel:**

This panel is a decision making panel where Senior Managers agree the following:

* Permission for child/young person coming into foster care/residential care under section 20
* Or retrospectively review decision for a child who has come into foster/residential care on an unplanned emergency basis – the case must be presented to panel within 7 working days of coming into care
* Review of plan whilst in foster care/IFA foster placement under section 20 where care plan is a return home
* Permission to seek supported lodgings for children not already looked after
* Review all residential placements
* Review any unregulated placements and review if a placement should be considered section 20

**Goals Include:**

* To ensure senior management oversight and evidence of key decision making in relation to care planning for children around placements/ accommodation with clear rationale as to these decisions.
* To ensure that permanency is at the forefront of all decision making.
* To ensure the outcomes for the children we are working with promote their safety, welfare and protection so that they have the best opportunity to reach their full potential.
* To ensure the right children are receiving the appropriate, proportional response to their home circumstances and planning has pace and purpose.

**Cohort of Children:**

Children who are open to Children’s Services including any unborn and up to the age of 18.

**Responsibility of the CLAM Panel**

The responsibility of panel members will be to make SMART (Specific, measurable, achievable, realistic and timely) decisions for children in order that:

* An early permanency plan can be progressed.
* All possible options for a child to remain within their family and network are considered.
* Alternative parallel options are in place in order to minimise delay and drift in securing stability.

**Expectations of Practitioners:**

Practitioners will need to have a 3 way discussion/meeting with their Practice Manager and Group Manager who will make the decision and give permission to request a slot at Panel.   
Practitioners need to request a slot by emailing the CLAM coordinator and CLA Panel Admin and request a slot either in Horsham (CHN) or Worthing (CHD). The date, time and room will be confirmed by way of a calendar invite/email. A brief outline as to why a slot has been requested needs to be sent via email to the CLAM Co-ordinator/CLA Admin by the Friday prior to the CLAM Panel. There is an expectation that the SW/PM presenting to panel will need to be clear about the current, up to date information regarding the young person and the care/trajectory/exit plan for young people requiring or in placement.

See flow chart below:

CLAM PANEL

Attendance:

**Chair/Co-chair (Service Lead or Head of Service level)**

**Representatives from across discipline GM’s**

**Social Worker (per referral)**

**Practice Manager (per referral)**

**GM AFRS/GM Fostering**

**Placement Finding Team**

**Virtual School**

**CLAM Co-ordinator**

**Note Taker**

**Panel Co-ordinator**

**Capita Note taker**

**CLAM Coordinator/CLA Admin** updates agenda/CLA spreadsheet, sends invites and ensures logistics of rooms are fit for purpose.

Submit request to **CLAM Coordinator/Placement Finding Team (PFT)** who makes decision on child's requirement to attend CLAM.

**Social Worker** identified child potentially requiring accommodation. Agreement required from:

- **Practice Manager (PM)**

- **Group Manager (GM)**

Decision regarding child made by:

**Chair**

Following discussion with relevant panel members

Decision recorded on Mosaic/review booked if required

**Where necessary, Placement Finding Team** **source placement**

**The Panel Will Make Decisions Regarding:**

* To agree or not that a child is to come into care under section 20.
* To agree or not that a placement search is triggered.
* To ratify any proposed plan for achieving rehabilitation home.
* To set out the parallel plan for achieving permanency, whether this is to return home, placement with others under a family arrangement, SGO or long term fostering.
* To set out the timeframes for the above to be achieved and who is responsible for carrying out each piece of work.
* To set a review date for returning to Panel to provide an update on the progress and ensure plans are kept on track or adapted according to new information.

**Accountability:**

* A written request via email will be provided to the panel which must be submitted by the Friday prior to the panel date to the panel co-ordinator/CLA admin.
* The Practice Manager and the allocated social worker for the child are expected to attend panel and present a summary of the reasons for wanting a decision and what the proposed plan is.
* The key decisions will be recorded on each of the children’s files as a manager’s comment in bold as a significant event. This will be done at panel on the day by the note taker.
* The Practice Manager is responsible for ensuring that the agreed actions are progressed within the agreed timescales. Any difficulties in achieving this plan must be escalated to their Group Managers.
* Consultation and advice is available for children with more complex needs or high number sibling groups from the Permanency Planning Co-ordinator.

**Membership**:   
Chair – Service Leader or Head of Service level

GM Representatives from across disciplines

GM AFRS/GM Fostering

PM Placement Finding Team

Virtual School

CLAM Co-ordinator

Note taker

**Ways of Working:**

* Panel will meet once a week between 13:00 and 16:30 latest alternating between the Horsham (CHN) and Worthing (CHD) offices. 15 minutes has been allowed to discuss panel business 13:00-13:15.
* Members will bring relevant information to the meetings.
* Beginning at 13:15, a 15 minute slot will be given to practitioners to discuss each child with an additional 15 minutes for additional siblings.
* Slots will be confirmed by email and placed in the social workers and practice managers calendars with a clear expectation that this will be given priority.
* One emergency or last minute slot will be available each week.
* Video link/telephone can be used to minimise the need for practitioners and managers to travel to the relevant office for the panel slot. However, a preference will be suggested for workers to attend in person.
* Triage and screening of the requests will be undertaken by the CLAM Panel Coordinator.
* Advice from the Permanency Planning Co-ordinator is also available to practitioners.
* A tracker spreadsheet is in operation to monitor progress of all the cases that come to Panel.
* Observational attendance at the panel from newly qualified staff, new staff and student social workers will be encouraged for their own learning.

Terms of reference will be reviewed at least annually